

Summary of Reporting Requirements
County Clerks to Guardianship Certification Board (GCB)
For Calendar Year 2013

County clerks are required to report information to the GCB on private professional guardians only. County clerks do **not** report information on guardianship programs or DADS to the GCB. The reporting requirements are the same as for calendar years 2011 and 2012.

Private Professional Guardians

Estates Code § 1104.302-303 [formerly Probate Code § 697(a)(7)]

On their annual application to the clerk for a certificate of registration, private professional guardians must include the certification number or provisional certification number issued by the GCB to the private professional guardian or person representing ward's interests on behalf of the private professional guardian.

Estates Code § 1104.306 [formerly Probate Code Section 697(e)]

The clerk must submit the names and business addresses of private professional guardians who have satisfied the registration requirements for the calendar year.

- reports must be submitted to the GCB no later than January 31 each year
- clerks are no longer required to submit the report to the Health and Human Services Commission

Guardianship Programs

N/A

Effective September 1, 2009, guardianship programs do not submit an annual statement to the county clerk. Instead, guardianship programs submit to the county clerk, no later than January 31 each year, a copy of the report they file with the GCB. The clerks do not report any information on guardianship programs to the GCB.

Department of Aging and Disability Services (DADS)

N/A

Effective September 1, 2007, DADS is not required to report information to the county clerks; therefore, the clerks do not report any information on DADS to GCB.